

Community IPM

Integrated Pest Management for School and Municipal Buildings, Step 2

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What is Integrated Pest Management (IPM)?

IPM is a proactive approach that uses a wide range of methods to solve pest problems while minimizing risks to people, property, and the environment.

IPM step one is covered in [Integrated Pest Management for School and Municipal Buildings, Step 1](#).

IPM Step Two: Record Keeping

Records are used to coordinate pest management efforts, to communicate with people affected by these activities, and to evaluate the effectiveness of the pest management program. (Notification and public awareness campaigns are important, especially in public buildings. Building occupants should be kept informed of the steps being taken to manage pests.) Record keeping allows the IPM coordinator and the pest control technician to fully understand the pest management situation, both historically and currently, and to plan for the future.

Creating your log book

Some organizations arrange all their records into a pest management log book to simplify and streamline pest management activities. This log book facilitates communication between building occupants, building maintenance staff, the IPM coordinator, administration, and the contracted pest management service or technician.

Some of this record keeping is required by law. Legislation that took effect on March 1, 2001 sets notification requirements for schools and child care providers; see [School Integrated Pest Management & Neighbor Notification at the New York State Education Department website](#). Counties may also adopt the legislation for homeowners; see [Neighbor Notification for Lawn Applications at the New York Attorney General's website](#).

Information entered in your records should be accurate, thorough, and legible. Remember that the main reason to keep records is to communicate effectively, so that everyone understands your pest management program.

Each building should have its own customized log book. All records and information pertaining to the pest management program should be stored there. The log book should



An IPM expert discusses repairs that can be made on the perimeter of a building to improve pest management.

be in a central area where anyone associated with the organization, especially a contracted pest management service, will have access to it. One person should make sure the book is used correctly and kept in a secure place and made available.

Keep one set of permanent records, but ensure that copies are available in the log book for use by anyone who's interested. This is especially important for the pest sighting log.

It's easiest to use a three-ring binder with dividers to create your log book. The sections can be organized as follows:

1. **Background and contact information:**
 - a. Any pest management or pesticide policies;
 - b. Your integrated pest management plan;
 - c. Contact information for IPM coordinator;
 - d. Telephone number for poison control center.
2. **Local laws related to pesticide use:**
 - a. County or city pesticide phase out laws;
 - b. State notification laws and guidelines;
 - c. Other relevant legal information about pesticide use.

3. **Records and forms** (see *Integrated Pest Management for School and Municipal Buildings, Appendix: Inspection and Monitoring Forms*):
 - a. A site plan of the building interior and an exterior site plan of the grounds—both must be able to be copied easily (see Figures 1 and 2).
 - b. Structural and pest problem inspection checklist.
 - c. A pest sighting and follow-up log . Used by the building occupants to report any sighting or signs of pests.
 - d. Trap monitoring sheets (for example a cockroach monitoring record sheet).
 - e. Any other monitoring information sheets, such as for landscape pests.
4. **Pest fact sheets and information to educate building occupants:**
 - a. Pest and pest management fact sheets (they can be found at Cooperative Extension or health department websites), brochures, tip sheets, posters, or table-top displays, etc..
5. **Products and safety section:**
 - a. The pesticide product label and a Material Safety Data Sheet (MSDS) for every product used for pest control are required by law to be available on the site of application. The MSDS must be accessible in case of an emergency and can make a big difference in response to poisoning or fire. The pesticide label contains directions for use. Remember: THE LABEL IS THE LAW.
 - b. Fact sheets, brochures, policies, etc., related to personal and applicator safety.

How to use the site plan

Site plans are used to direct the inspection and record its results. Sites plans are maps of the property that show important features; building site plans are usually floor plans (Figure 1), while exterior site plans (Figure 2) show the location of trees, notable plantings, landscape features, and problematic situations that need to be addressed.

Many pest problems originate outside. Even if your responsibilities don't include landscape management, an exterior site plan may help you understand the source of your interior pest problem. Pests may originate in shrubs or trees, wood structures or debris, under concrete slabs, etc.

You'll mark the locations of important aspects of the pest management program on the site plan. Note the location of monitoring stations, pest problems (current or potential), recommended work (such as exclusion), and the control efforts (such as traps, bait stations, or pesticide application). For example, on your site plan, you might note where you placed a monitoring station, found a water leak, or received a report of a pest sighting.

If you're dealing with a pest problem, track the locations of your control techniques on the site plan and use separate logs to note more details. For example, if you set a series of mouse traps, you'd show the locations of the traps on the site plan and use a trap monitoring form to track the dates the traps were placed and checked, their condition, and what you found (see the Roach Trap Monitoring Form in *Integrated Pest Management for School and Municipal Buildings, Appendix: Inspection and Monitoring Forms*). This helps determine whether pest numbers increase or decrease, or if the problem moves.



Record keeping is necessary for communicating and keeping track of pests and conditions that need to be fixed.

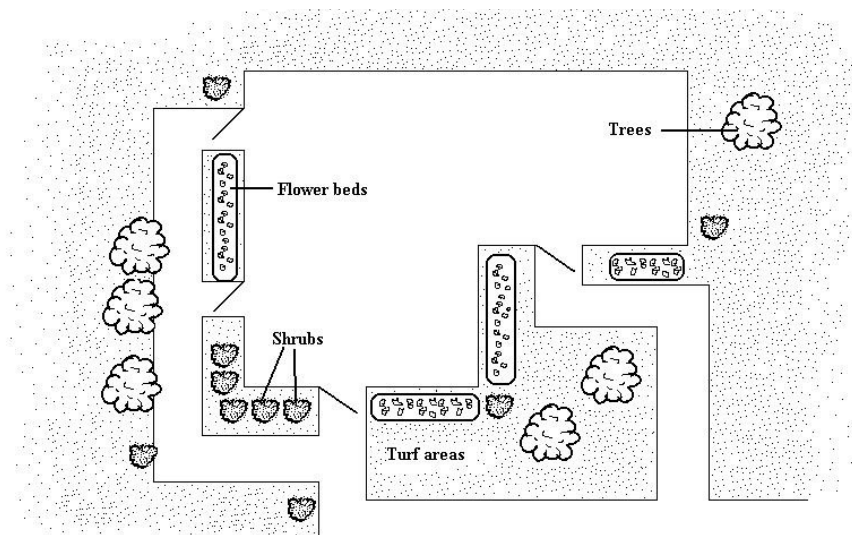


Figure 1. An example of a site plan for exterior landscaping.

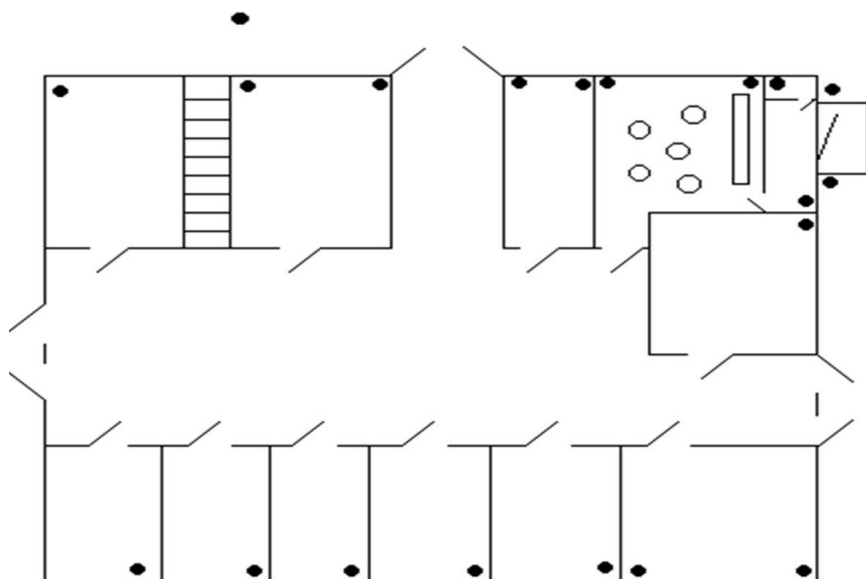
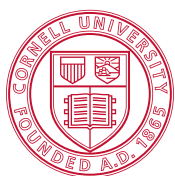


Figure 2. A site plan for interior pest control. Dots represent the locations of pest monitoring traps.



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